

Approved 1/18/2011

Madison County Library Board of Trustees

Quarterly meeting

Thursday, October 14, 2010 4:30 PM

Present: Karen Harrison, Mike Moak, Suzanne DeGrasse, Kathryn Ames, Margie Richards, Gene Lurwig, Pat Herndon, Otelyer Byrd and Victor Johnson. Not present: George Nale.

The meeting was called to order and the minutes from the April 8 and July 14th meeting were approved. There had not been a quorum at the July meeting.

Chairman report:

Victor Johnson received unanimous approval from the Board of Commissioners to serve on the Board of Trustees.

Mr Moak has been meeting with the Board of Commissioners to provide continuing updates on the building project. He reports that that BOC has been very supportive.

Regional Report:

We are at the 95% mark in the building plan and proposal. State funding has been requested and the bonds have been sold. The design plan is currently ahead of schedule and underbudget. It is possible that Ponder & Ponder, the architectural firm responsible, could send out for construction bids in mid November.

Mr Moak recognized Mrs Ames for her intensive effort in leading the building project.

Phase One of the building plan will primarily be new building and the moving of furniture. Phase Two will involve remodeling and integration of the furniture plan. Because we are under-budget, some of the add alternates can be considered such as a new roof and an entirely new set of chairs for the meeting rooms rather than reusing what we presently have.

It was noted that signage, increased data ports and power issues needed to be addressed with Ponder & Ponder as a result of the viewing of the 95% plan.

Nate Rall, building expert with the Georgia Public Library Service, who is involved in the state funding allocation, has asked to be included in the 100% design plan review.

In regards to the budget sheet, two things not shown are the forthcoming e-rate rebate check for the telephone line and the additional \$200 given by the Friends of the Library to offset the travel budget, which is currently at 183%. Mrs Ames assured the board that the budget will generally balance out.

Victor Johnson brought up that the Friends of the Library Board requested more room to be added to the building plan for the Friends as their space is very small and not particularly conducive to work. He pointed out that the Friends raise thousands of dollars per year to supplement the library budget. Mrs Ames cautioned the board to be careful using taxpayer funds to support the Friends in any fashion. The state of Georgia does not want to see that happening. Some options considered included pushing the rear wall out, although that is not cost-effective. The plans are already at 95% and this is not the best time to be making changes to the design of the building. Mrs Ames said that in light of that, a decision must be made by the board at this meeting. After inspecting the plans and in depth discussion, it was decided that a meeting room would be allocated for the Friends and the former Friends room would be used as the genealogy center. Gene Lurwig motioned that Room 129 on the 95% plan be designated as a "book Storage Room" (or another name as yet to be decided, and Room 135 designated as the Genealogy room, to be shared in some minor fashion with the heritage Foundation. Once again, taxpayer money cannot be used to support another organization but the group's needs and financial donations will be taken into consideration as far as furnishings. Karen Harrison seconded this motion and all were in favor.

Staff Development Day is November 11, 2010. All local libraries will be closed for this event, which this year will include staff from the Piedmont and Uncle Remus Library Systems. It will be held at the Oconee County Civic Center and is a great training and group gathering experience for the staff. This year the day will focus on the new release of PINES to be coming out at the beginning of 2011, and the promotion of Summer Reading Programs.

The state has asked the Athens Regional Library System to cut \$53,000 from the materials and operating budget this year and \$135,000 next year. There will be one state paid position retiring and there is an unfilled full time vacancy, which will ease the cutting from other areas. Mrs Ames recognized the fundraising efforts of the Friends for keeping the shelves stocked with new books. With the Friends help we will survive the budget cuts.

Branch Manager report: See attached

Friends of the Library:

The Friends raised \$3760.15 at the Fall Book Sale. \$963 at the Yard and Bake Sale, and received a check for \$318 from the First Citizens Charity Campaign. There will be no book sales held inside the library during the construction but other locations and other fundraising efforts are being investigated.

Committee Reports:

Building and grounds- The contract for cleaning may need to be revisited due to the construction and decrease and subsequent increase in size of the building.

Finance- Mr Moak inquired again if we need a treasurer to handle incoming and current Building Funds. Mrs Ames replied that we do not and it would be best to have the Friends of the Library handle the fund raising aspects and then give the money to the Board to deposit into the Building Fund. A Memorandum of Understanding between the Library System and the Friends of the Library would be necessary. Local support for the project is reflected in the budget (something that is a vital part of the project). All local funding would be routed through the Friends.

Personnel- no report.

Gifts- no report.

Special Projects- for January, the naming of rooms for sizeable donations needs to be considered, as well as the placement of bricks with engraved plaques (small, on the brick, rather than a plaque on the wall) and monetary minimum for consideration.

Old Business- There is still one vacancy to fill on the board. Suggestions were solicited.

New Business- Victor Johnson is substituting at the Regional Library Board meeting. George Nale, Madison County Library Board of Trustees member, is currently the Vice President of the Regional Board and will be elected President.